
	HOW TO FILL OUT THE CHRA KOREA REGION IDP FORM (FY 2006 – 2007 Version)	
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Section 1: GENERAL INFORMATION

- ▶ **Employee's Name:** Enter last name, first name, and middle initial.
- ▶ **Last Four of SSN:** Enter last four digits of employee's Social Security Number.
- ▶ **Pay Plan/Position Title/Series/Grade/Step:** Enter these as written in the official position description.
- ▶ **E-mail Address:** Enter the employee's official work e-mail address.
- ▶ **Work Phone:** Enter the employee's work phone number.
- ▶ **Remarks:** Use this space to enter any other necessary or pertinent information about the employee.

Section 2: EDUCATION

- ▶ **Some College:** Enter "Y" if the employee has earned *some* college credits but *not* a degree. Enter "N" if the employee has not earned *any* college credits.
- ▶ **Number of Years/Credits:** Enter the number of college credits earned or years completed. For credits, specify semester hours or quarter hours. (NOTE: this applies only to employees who have *not* earned a college degree.)
- ▶ **Estimated Graduation Date:** Enter the date the employee anticipates he or she will graduate with a degree. If graduation is not presently anticipated, enter "N/A." (NOTE: this applies only to employees who have *not* earned a college degree.)
- ▶ **BA/BS, MA/MS, PhD, Other:** On the appropriate line or lines, enter the precise degree or degrees the employee has earned.
- ▶ **Date:** For each degree the employee has earned, enter the date the degree was earned.
- ▶ **Major:** For each degree the employee has earned, enter the major subject or subjects studied.

Section 3: CAREER GOALS

- ▶ **Short Term Goals:** On separate lines, enter the specific goals the employee plans to achieve during the next 1-2 years. For example, "Develop in-depth knowledge of the MS Excel program," "Improve ability to handle customer complaints," or "Learn the new XYZ System."

► **Long-Term Goals:** On separate lines, enter the major goals the employee hopes to achieve during the next 3-5 years. Examples include such things as promotions, changes in career field, academic degrees, target grades, etc.

Section 4: SIGNIFICANT TRAINING & DEVELOPMENT COMPLETED SINCE LAST IDP

► **Name of Course:** On separate lines, enter the title of each course the employee has completed since his or her last IDP was completed, or during the last year, whichever is the shorter period. Refer to course certificates, transcripts, and other records of completed training.

► **Source of Training:** For each course listed, enter the agency, college or other institution that provided the training.

► **Date Completed:** For each course listed, enter the date the course was completed.

Section 5: DEVELOPMENTAL GOALS

► **Goal or Targeted Competency:** On separate lines, enter each specific, job-related goal or competency the employee needs to attain during this IDP period. For example, “Knowledge of basic operating procedures for XYZ System,” “Skill in handling customer complaints.”

► **Developmental Activity/Source:** For each goal or competency, enter developmental activity or training vendor which will supply the needed understanding or skill. Developmental activities include but are not limited to OJT, self-study, mentoring, and special or rotational assignments.

► **Outcome Desired:** For each goal or competency, enter the duty or task the employee will be able to perform following training. For example, “Serve as an assistant operator for XYZ System,” “Improved performance serving difficult supply desk customers.”

Section 6: CAREER BROADENING/JOB RELATED ASSIGNMENTS

► **Assignment:** On separate lines, enter a brief description of the developmental activity (OJT, self-study course, mentoring, or special or rotational assignment) the employee is scheduled for. Include the name of the individual, office, or organization the employee will be assigned to.

► **Start Date:** For each assignment, enter the exact or approximate date the activity is scheduled to begin.

► **Duration:** For each assignment, enter the length of time the activity is scheduled to last.

► **Competency Objectives:** For each assignment, enter the knowledge, skill, or performance outcome (as in Section 5, above) the activity is intended to produce in the employee.

Section 7: FIVE YEAR DEVELOPMENT PLAN

► **FY:** Enter the appropriate fiscal year. For the first of the five years to be covered, this would normally be the current fiscal year, or the fiscal year about to commence.

► **Name of Course:** On separate lines, enter the title of each course the employee needs, has been or will be scheduled for during the fiscal year in question.

► **Source of Training:** For each course listed, enter the vendor (government agency, college or private source) that will provide, or that it is recommend should provide, the training.

► **Target Date:** For each course listed, enter the scheduled, estimated or desired date for the course.

Section 8: SIGNATURES

► Both the employee and the supervisor must sign and date the IDP before it can be considered complete and valid.